



DEPARTMENT OF THE ARMY  
UNITED STATES ARMY TEST AND EVALUATION COMMAND  
4501 FORD AVENUE  
ALEXANDRIA, VIRGINIA 22302-1458

## Commander's Policy #1

CSTE-EO (600-20b)

16 January 2003

MEMORANDUM FOR ALL ATEC PERSONNEL

SUBJECT: Commander's Policy #1 – Open Door Policy

1. It is imperative that soldiers and civilian employees have access to the chain of command. Subordinate leaders at all levels can solve the great majority of problems if they understand the concerns of the workforce.
2. To establish the conditions necessary for successful communication, supervisors and commanders must have established open door policies. They will disseminate procedures that are simple and conducive for employee and soldier feedback. I encourage soldiers and employees to use the open door provided by their commander or supervisor.
3. Both the ATEC Command Sergeant Major and I are available to meet with any member of the command under this policy. Anyone who wishes to see us should call the command group at (703) 681-9360 and arrange for an appointment.
4. My open door policy does not circumvent or negate the chain of command. In most cases you should give your immediate chain of command the first opportunity to help solve the problem.
5. An effective open door policy promotes communication and enhances the ability of ATEC to accomplish its important and demanding mission.

ROBERT E. ARMBRUSTER  
Major General, USA  
Commanding

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